

CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE

CITY OF SAN DIEGO
COMMISSION FOR
ARTS AND CULTURE



EYE! 2009

Creative Communities San Diego:

CELEBRATIONS, FESTIVALS,
NEIGHBORHOOD ARTS AND
INNOVATIVE EXPERIENCES



Guidelines and Application

City of San Diego
Commission for Arts and Culture

CREATIVE COMMUNITIES SAN DIEGO
FY 2009 Guidelines and Application

DEADLINE: October 19, 2007

The FY 2009 Creative Communities application deadline is October 19, 2007. The application must be hand-delivered to the Commission office by 5pm or postmarked by that date.

The application plus the required attachments must be complete at the time of submission. No new or revised application information will be accepted after the deadline. Late applications and applications that are determined to be incomplete will not be accepted; there are no exceptions. We strongly recommend that you either hand-deliver or send material "return-receipt requested." Without proof of mailing from the delivery service, the Commission will not accept applications that are delayed or lost in the mail.

The Commission will not accept any application material by electronic transmission (e.g. fax or email) unless requested by Commission staff.

If you have questions or need technical assistance, please contact us:

Mail: The City of San Diego Commission of Arts and Culture
1200 Third Avenue, suite 924 San Diego, CA 92101
Attn. Nigel Brookes, Arts Management Associate

Website: www.sandiego.gov/arts-culture

Phone/Fax/Email: Nigel Brookes, Arts Management Associate
619- 236-6798 / 619-236-6812 (fax)
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**CITY OF SAN DIEGO
COMMISSION FOR ARTS AND CULTURE**

VIBRANT CULTURE: VIBRANT CITY

MISSION

The mission of the City of San Diego Commission for Arts and Culture is to vitalize the community by integrating arts and culture into community life, supporting the region's cultural assets, and showcasing San Diego as an international tourism destination.

PURPOSE

The Commission seeks, through its recommendations to the Mayor and City Council, to promote and increase support for the literary, performing and visual arts. The Commission also seeks to support organizations that educate and expose the public to a rich and diverse range of artistic and cultural expressions. The Commission will advocate strongly for a substantial increase in funding for arts and culture from the City of San Diego, from the private sector, and from local, regional, state and federal governments. It seeks to develop and implement the arts in public places throughout the neighborhoods of the City of San Diego and to persuade the private sector to include the arts in private development.

The policies and programs of the Commission seek to strengthen the involvement and input of artists in cultural planning, to reflect the cultural diversity of the people it serves, and to foster local, national and international cultural understanding.

Mayor, City of San Diego

Jerry Sanders

San Diego City Council

Scott Peters

Kevin Faulconer

Toni Atkins

Tony Young

Brian Maienschein

Donna Frye

Jim Madaffer

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Christine Jones, Public Art Prog. Coordinator

Nigel Brookes, Arts Management Associate

Teresa Holm, Contracts Coordinator

Commissioners,

Commission for Arts and Culture

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FY09 CCSD GUIDELINES

PROGRAM OVERVIEW

Creative Communities San Diego (CCSD) (formerly Festivals and Celebrations and the Neighborhood Arts Program) supports projects that provide access and increase opportunities for San Diego residents and visitors to participate in arts and culture and to exercise their creative abilities. These projects enrich the lives of the people of San Diego and build healthy, vital neighborhoods.

CCSD projects include, but are not limited to festivals, parades and other annual celebrations, public art, “happenings”, and a broad range of activities and events that enable diverse populations to engage in quality arts and culture experiences together.

In general, eligible CCSD projects may have any of these basic characteristics:

CCSD projects...

- feature art and culture among many activities
- are small or mid-sized in scale and budget and are intended to benefit a single community or neighborhood. A limited number of CCSD projects may also be regionally significant events that generate Transient Occupancy Taxes and other revenue. **Note: These applicants must respond to additional criteria.**
- are one-time only events or intended to recur annually
- result in finished products that are temporary or permanent

Highly competitive CCSD projects may also have one or more of these specific characteristics:

- Projects include art and culture as prominent components; its inclusion is based upon a criteria of artistic excellence and merit
- Projects are imaginative and unique, set apart from others by the use of creative and innovative approaches or methods
- Projects enable participants to gain a deeper understanding of art and culture and the creative process
- Projects increase social capital, by enabling residents and a diversity of for-profit, non-profit and government entities to work together, collaboratively and cooperatively
- Projects increase cross cultural or inter-generational dialogue and interaction among residents
- Projects enhance neighborhood or community pride and identity
- Projects raise the visibility of San Diego as a desirable place in which to live, visit and do business
- Projects use profits to build and grow and to reinvest into City of San Diego communities and neighborhoods
- Projects advance the City's economy by demonstrating a measurable impact on TOT

ABOUT THE TRANSIENT OCCUPANCY TAX

Funding for CCSD is derived from the Transient Occupancy Tax (TOT). The purpose of the TOT is to advance the city's economic health by promoting the City of San Diego as a visitor destination in the national and international marketplace. The TOT also supports programs that increase hotel occupancy and attract industry, resulting in the generation of TOT and other revenue; it develops, enhances and maintains visitor-related facilities, and supports the City's cultural amenities and natural attractions.

Council Policy 100-03 provides a set of uniform guidelines and conditions and criteria governing the application for, and allocation of TOT funds to private nonprofit organizations for the purpose of supporting their ongoing operational expenses and/or their sponsorship of special events. A copy of Council Policy 100-03 can be downloaded from the City of San Diego website at www.sandiego.gov.

INTENDED OUTCOMES

The Commission believes that the most successful programs have measurable, positive outcomes that improve the quality of life for residents throughout San Diego neighborhoods. When completed, your project should have achieved one or more of the outcomes listed below:

- The project increased participation in arts and culture by making quality arts and culture activities more available and accessible in city of San Diego neighborhoods
- The project encouraged people of diverse backgrounds and ages to share their heritage and culture
- The project contributed to the strengthening of communities by promoting neighborhood pride
- The project provided opportunities for economic development and reinvestment

PROJECT EXAMPLES

CCSD applicants are encouraged to present a single, straight forward project idea, such as...

- **A project that celebrates community life and brings people together** – such as a festival, parade, street fair, “a happening”, or other public event
- **A project involving one or more artistic disciplines** – such as music, dance, theater, literature, media, visual arts and folk and traditional arts
- **A project held in a conventional public location** – such as a museum, arts center, performance hall; **or alternative setting** – such as a park, library, housing development, senior center, street corner, transit stop or warehouse
- **A project that nurtures, reforms and heals** – such as arts and disabilities, arts in social services, arts in healing, arts in corrections, or intergenerational programs
- **A project that educates and informs** – such as a workshop, avocational training program, or artist apprenticeship
- **A project that inspires and mobilizes communities to action** – such as arts-based community organizing, arts and human rights, arts and the environment
- **A projects that builds and improves** – such as urban design and planning, “Mainstreet” programs, cultural tourism and art in public places

APPLICANT AND PROJECT ELIGIBILITY

Applicants must meet the following eligibility requirements:

I. Nonprofit Status

A) Apply as a nonprofit organization

The applicant must be a nonprofit and tax exempt organization according to the Internal Revenue Service and/or the California State Franchise Tax Board. Proof of eligibility (IRS or California Franchise Tax Board letter of exemption) under this rule is required at the time of application.

B) Apply under the fiscal sponsorship of a nonprofit organization

If the applicant does not have nonprofit status, but meets all other requirements, it may apply using another nonprofit as the fiscal sponsor. The guidelines below provide Commission eligibility requirements as well as general information regarding the relationship, liabilities and legal and tax reporting requirements of a fiscal sponsor/sponsored applicant agreement. For more specific instruction, fiscal sponsors and their sponsored applicant should seek legal counsel and accounting advice to determine how best to structure their business relationship.

Legal – The fiscal sponsor must comply with the same legal requirements met by the nonprofit applicant.

Location – The fiscal sponsor must be based in San Diego County.

Relationship - The sponsored applicant must become employees or volunteers of the fiscal sponsor for the duration of the project. Project expenses must be paid directly by the fiscal sponsor to vendors and suppliers. All activities performed by the project personnel, including writing grant proposals or requesting donations, will be done so on behalf of the fiscal sponsor. All funds raised are the property of the fiscal sponsor.

Liabilities - Because the project is being conducted on behalf of the fiscal sponsor, the project activities create the same liabilities for the fiscal sponsor as would any other program. The fiscal sponsor is liable for the actions and omissions of the project personnel – whether employees or volunteers - within the scope of their project work. If the project has unpaid bills, borrows money, injures someone, damages property, infringes someone's copyright, or undertakes the obligation to supply goods or services to others – all these are the fiscal sponsor's liabilities.

Tax Reporting – Depending on the commitments made to grantors and donors, the fiscal sponsor may be required to treat money designated for the project as a restricted fund on its financial records and on its Form 990 return. Payroll tax returns must also be filed for employee compensation.

II. Track Record

Applicants (or their fiscal sponsor) must possess, at a minimum, a complete three-year track record of operations prior to the application deadline. However, the proposal can be a new project for the applicant.

III. Financial Capacity (Matching Requirements):

Applicants with project budgets over \$30,000 must be able to match City funding at a 3:1 ratio; for every \$1 the City invests, the applicant must match that support with \$3 in cash funding. Applicants with project budgets \$30,000 or less must match City funding at a 2:1 ratio and up to 50% of the cash match may consist of in-kind donations. The cash match may be from private contributions, other local, state or federal government or earned income. City funding cannot be used as a cash match.

IV. Projects must meet these eligibility requirements:

A) Location:

CCSD projects must take place within the San Diego City limits.

B) Scheduling:

Under these guidelines, eligible project activities must occur between July 1, 2007 and June 30, 2008.

FUNDING RESTRICTIONS

Ineligible CCSD applicants are:

- Universities, community colleges, school districts, and private educational enterprises
- Organizations whose primary purpose is grant making
- Commercial (for-profit) enterprises
- Organizations that receive any other City of San Diego TOT funds

Ineligible CCSD projects are:

- Projects that are not physically accessible to the public and people with disabilities
- Projects that conduct religious or political activity
- Competitions, contests, pageants or awards programs to honor or recognize achievement
- Activities taking place in schools, during normal school hours and designed to supplement existing in-school arts and culture instruction—although school-related programming is allowed to be one part of a broader project, this particular scope of work will **NOT** be supported by CCSD funds
- Ticket subsidy programs

CCSD funds will not reimburse the following types of expenditures:

- The purchase of alcoholic beverages, travel, meals, lodging or entertainment expenses
- The purchase of awards, trophies, gifts or uniforms
- Capital or equipment outlay
- Trusts, endowments or for the build up of any other cash reserves

OTHER REQUIREMENTS

One Application Limitation:

CCSD applicants may submit only one proposal for one project. Applicants may not apply to the following City of San Diego funding programs during the same fiscal year: City of San Diego Commission for Arts and Culture's Organizational Support Program or the Economic Development Department's Economic Development and Tourism Support Program. To avoid disqualification for submitting multiple applications, please consult the guidelines or City staff for each of these programs to determine which one may be best for you before applying.

Admission Fees:

If the applicant intends to charge fees for admission to or participation in an event or program, the applicant must include a disclosure of all such fees.

Insurance:

Prior to performing any services and at all times during the term of the Agreement, your organization must maintain insurance coverage as follows:

- \$1,000,000 in Commercial General Liability insurance naming the City as an additional insured.
- \$1,000,000 in Commercial Automobile Liability insurance including owned, hired and non-owned automobiles.
- \$1,000,000 Workers' Compensation employers' liability coverage including an endorsement that the insurer waives the right of subrogation against the City.

The DUNS Number:

Applicants to all Commission programs are required to provide a DUNS number. What is a DUNS number? Dun and Bradstreet (D&B) is a company that provides business information for credit, marketing, and purchasing decisions. Its "data universal numbering system," known as DUNS, issues unique 9-digit numbers that are used by businesses and the federal government to keep track of more than 70 million businesses and individuals world-wide. Some entities, such as states and universities, will also have what is known as "DUNS + 4," which is used to identify specific units within a larger entity.

Why do I need a DUNS number? There are two reasons that it is important for all of the nation's arts and culture organizations to secure a DUNS number. First, the federal government (including the National Endowment for the Arts) has recently adopted a new policy that requires organizations to provide a DUNS number as part of their grant applications and proposals, and many state and local arts agencies are already doing the same. Second, Americans for the Arts has developed a powerful geo-political advocacy tool—the Creative Industries project—that uses the DUNS number to identify each for-profit and nonprofit arts-related business and artist in the country. The more accurate the information is, the more successful our combined efforts to increase public awareness of the scope of the U.S. arts industry will be.

How do I find out if I already have a DUNS number? If you aren't sure, your accountant may know and be able to provide your DUNS number if you already have one. If you still aren't sure, call a Dun & Bradstreet operator (1.866.705.5711). Additionally, you can visit: http://www.dnb.com/US/duns_update/index.html and use the "Are you already in D&B's database?" search feature on the right side of the page.

What's the easiest way to get a DUNS number if I need one? You can request a DUNS number from Dun & Bradstreet either by phone (1.866.705.5711) or on the Internet. Bear in mind that you can only request a free DUNS number over the phone if you are a federal contractor or federal grant applicant. For all others, securing a DUNS number is free by registering online. Visit Dun & Bradstreet's web site at: <https://eupdate.dnb.com/requestoptions/government/ccrreg/> for detailed information. The process is free and takes only minutes to complete.

SHORT FORM GUIDELINES (RETURNING APPLICANTS ONLY)

Applicants must verify Short Form eligibility with Commission program staff prior to completing proposals. Commission staff reserves the right to designate Short Form eligibility based on organization stability, and management and development issues determined outside the application process.

To be eligible to submit a proposal in Short Form for FY09, an organization must meet **all** of the following criteria:

- Have received CCSD funding in both FY07 AND FY08
- Have received City of San Diego Commission for Arts and Culture TOT funding in FY06
- Have either received a rank of 3+ or higher in FY08 **OR** have already been in Short Form in FY08
- Have presented the same program or event for three consecutive years, at the same site, with the same key staff

Organizations that meet the Short Form eligibility criteria have complied with past CCSD contractual requirements and demonstrated over time that their operations are fiscally and managerially strong and programming is of the highest artistic quality.

The CCSD Short Form process rewards consistently high performing contractors with an opportunity to submit an abbreviated version of the application, saving preparation and processing time and money.

SHORT FORM APPLICATION PROCEDURES

Please review the guidelines in its entirety as information may have changed. Failure to follow instructions may cause disqualification from Short Form eligibility.

Short Form applicants must adhere to the same policies and procedures as Long Form applicants. Applications are reviewed by staff for completeness and compliance with procedure.

Applicants will receive advance notice of funding to be recommended to the Mayor and City Council. After funding recommendations are approved by City Council, award announcements will be made.

Short Form applicants must submit the following documents:

- Application checklist
- Application Cover Page
- Mission Statement, Project Goals and Objectives
- Conflict of Interest Statement (section I, part d, page 18)
- Intended Outcomes (section III, page 19)
- Plans for any surplus (section IV, part d, page 19)
- Response to Panel Comments (if applicable)
- Audience and Visitor Information
- Budget Summaries and Budget Notes
- **Key Staff Roster and Short Bios (dated)**
- **Board Roster and Short Bios (dated)**
- **Board Resolution**
- Articles of Incorporation (do NOT submit, if on file)
- Certificate of Tax-Exempt Status (do NOT submit, if on file)

WHAT HAPPENS TO YOUR APPLICATION

BEFORE THE APPLICATION DEADLINE:

Assistance with your Application:

First-time applicants or returning applicants with new projects are strongly encouraged to consult with staff prior to submitting an application. Although, receiving technical assistance does not guarantee funding, most applicants say that it helps them develop more competitive proposals and more successful projects. Technical assistance may include one or all of the following: attending a group workshop, attending a one-on-one consultation, having a telephone consultation, faxing or e-mailing questions or drafts for review.

Site Visits:

Site visits help the Commission evaluate the progress and success of funded projects, but is not used to determine the merit of a project as part of the application review process. Applicants may receive site visits prior to the application deadline or during the project period. Commission staff, Commissioners, or other qualified volunteers may conduct the site visits.

AFTER THE APPLICATION DEADLINE:

Staff Review:

Commission staff will review your application for eligibility and completeness. Ineligible applications will be disqualified and pulled from the review process. At the discretion of staff, an eligible but incomplete application may be reviewed by the panel “as is.” Applicants will not be notified if their applications are incomplete, but incomplete applications may be significantly downgraded in rank.

THE PANEL MEETING:

Your application is next evaluated by a panel. Panelists include Arts and Culture Commissioners and other community representatives with expertise in areas such as nonprofit management, community arts, event planning, community development, youth services and education. To the best of the Commission’s ability, the panel will reflect the diversity of the populations to be served. Panel meetings are open to the public. (For a complete overview of the panel process, you may download a copy of the Panel Handbook from the Commission’s website at <http://www.sandiego.gov/arts-culture/creativecommunities.shtml>)

The panelists evaluate all applications individually and as a group based on:

- Completeness, accuracy and overall quality of the application
- Project budget and how accurately it supports the project goals and objectives
- Quality of the responses to the application review criteria (Narrative)
- Quality of the required and non-required support materials

Note to returning applicants: All organizations must be in good standing with current contracts at the time of application. Non-compliance with any terms and conditions could result in the disqualification of funding requests.

RANKING:

In **Round One**, panelists “vote” on each application according to the four-point ranking system described below. Each rank is assigned a numerical equivalent and averaged for an initial ranking.

In **Round Two**, applicants are clustered by rank from the highest to lowest rank. Rank adjustments may take place when the panel finds that an applicant is clearly out of place within the cluster.

FOUR POINT RANKING SYSTEM

The Commission has adopted a ranking system that is consistent with all its TOT allocation processes:

The ranks of 4 (4, 4-) designate an applicant as the highest priority for funding. Applications ranked “4” are considered to be “model” in stature, and, given the nature of the project and the resources of the community, etc., meet all the review criteria to the highest degree possible. If there are no “model” applications, no “4” rankings should be given; this is not a grading curve, but a rarefied achievement of perfection given the criteria.

The ranks of 3 (3+, 3, 3-) are considered good. Some improvement or development is needed.

The ranks of 2 (2+, 2, 2-) are considered marginally fundable. Funding, if available, may be awarded once all the “4” and “3” applications are awarded funding. These applications have some merit, but do not meet the criteria in a strong or solid way.

The rank of 1 is not fundable under any circumstance; inappropriate for Commission support; extremely marginal in quality, etc. This application would not receive funding even if funding were available. Ineligible applications also receive a rank of 1, but the applications are not reviewed by a panel.

APPEALING YOUR RANK

Notes from the panel discussion are taken by staff and later transcribed and mailed to the applicant with instructions for appeal. Written appeals may be made after the preliminary ranking and notification period. In a public hearing, the Commission considers appeals and votes on final rank recommendations. Appeals may be based on two possible grounds:

- A misstatement by the review panel of factual information contained in the application such that it negatively influenced the panel’s evaluation of the applicant’s request for funding; and/or
- Incorrect processing of the required application materials such that it negatively influenced the panel’s evaluation of the applicant’s request for funding.

Note: Dissatisfaction with an application’s denial or rank is not sufficient grounds for an appeal. The appeals process is not a forum for correcting information that was incorrectly stated in, or omitted from, the application.

FUNDING POLICIES AND PROCEDURES

Funding Formula:

The Commission uses a mathematical formula to determine funding recommendations. The applicants' ranks, the amount of funding available, and the total amount of requests for funding are among many factors in the formula that will determine the amount of funding to be awarded to each organization. CCSD funding is subject to annual City appropriations and the availability of funds. There is no guarantee that every neighborhood or project can be served by the funds available.

Funding Committee:

The Funding Committee, whose members are appointed by the Commission Chair, approves the results of the panel evaluation, reviews the funding recommendations and makes funding recommendations to the Executive Committee and then to the full body of the Commission for approval. Final approval and notification is made during the City's annual budgeting process.

Note to Returning Applicants: Contractors approved for funding must have complied with all previous contractual obligations with the Commission, if applicable. Failure to comply with previous final reporting requirements may cause funds to be withheld until conditions are met.

ALLOCATIONS AGREEMENT

A full disclosure of City requirements as they relate to the City of San Diego Commission for Arts and Culture are detailed in the Allocations Agreement. The Agreement details the terms and obligations of all parties and once finalized authorizes the release of funds to the Contractor. Organizations and their fiscal sponsors are encouraged to review the Agreement prior to submitting an application to insure that compliance is possible. A copy of the boilerplate document may be found on the Commission's website at <http://www.sandiego.gov/arts-culture/creativecommunities.shtml>

DEFINITIONS

ACCESS:

Efforts which enable and encourage individuals to take advantage of arts and culture programs that they may not otherwise participate in due to economic, physical or geographic constraints or cultural differences.

APPLICANT:

An eligible, legally constituted nonprofit organization responsible for implementing the project according to the terms of the contract. Fiscal responsibility may default to the fiscal sponsor when the applicant has not acquired tax-exempt status. Applicants become "Contractors" after an Agreement is approved.

ANNUAL OPERATING INCOME:

The Annual Operating Income (AOI) is the total amount of Contributed and Earned Income from the applicant group's last completed fiscal year. This figure, which is also shown on the Application Cover Page, is not necessarily limited to the amount of the project itself. If a group raises money for and engages in activities in addition to those directly related to the project, this larger amount is your organization's AOI.

ARTISTIC EXPENSES:

Art is usually designed to represent ideas and emotions, in a manner that triggers a degree of reflection on the part of audiences or spectators. Art may carry some level of risk, in that it is not always created to appeal to the largest number of people. Art includes (but is not limited to) dance, design, folk art, literature, media arts, music, opera, musical theatre, theatre and visual arts. As applied in the funding process, art is the development and presentation of artistic elements in a manner that reflects levels of quality, accessibility, diversity and financial stability.

AUDIENCES:

Those people, living *within* fifty (50) miles of an event site, who attend a Creative Communities San Diego activity as listeners or spectators, but are not actively engaged in the project.

CITY COUNCIL DISTRICT:

There are eight (8) City of San Diego Council Districts. Your project or event must occur in one or more Council District(s). Refer to the San Diego City Council District Maps to determine other community organizations by City Council District. Locate and download maps on-line at:
<http://www.sandiego.gov/directories/government.shtml>

COMMUNITY:

Community describes a unit of social organization based on some distinguishing characteristic of affinity: proximity (the North Park community), belief (the Jewish community), ethnicity (the Latino community) profession (the medical community) or orientation (the Gay community).

CULTURE:

Culture in its broadest, anthropological sense includes all that is fabricated, endowed, designed, articulated, conceived or directed by human beings, as opposed to nature. Culture includes both material elements (buildings, artifacts, etc.) and immaterial ones (ideology, value systems, and languages).

DIRECT COSTS:

Costs which can be identified and assigned to a specific project activity. These include expenses for personnel directly assigned to the project such as artistic/entertainment, administrative/professional, technical production, etc. Direct costs may also include operating costs specifically associated with the project such as the rental of outside facilities, postage, materials and supplies.

DIVERSITY:

Diversity refers to differences in race, gender, ethnicity, age, socioeconomic class, religion, sexual orientation, skills and abilities, and politics among other qualities. It can be described in a multitude of ways, some less visible than others. This by no means excludes a particular category. "Cultural diversity" can be described as the values, practices, patterns and customs of a group of people or society.

ENTERTAINMENT:

Entertainment is usually designed to hold the attention or recreational interests of spectators in a manner that evokes pleasure and amusement. Entertainment is often created to appeal to the largest number of people through established and universally recognized forms. Entertainment includes (but is not limited to) fireworks displays, caricature drawings, balloon creatures, meandering cartoon characters, face painting, animal rides, petting zoos, or carnival games. As applied in the funding process, entertainment is the development and presentation of these elements in a manner that reflects levels of quality, accessibility, diversity and financial stability.

ETHNIC:

Groups within a cultural and social system that claim or are accorded distinction on the basis of variable religious, linguistic or ancestral characteristics.

FISCAL SPONSOR:

A nonprofit, tax-exempt organization that chooses to support a nonexempt project financially by receiving funds from a private foundation, a government agency, or tax-deductible donation and passing them on to the project.

HAPPENINGS:

An improvised, often spontaneous spectacle or performance, especially one involving audience participation.

IN-DIRECT COSTS:

Costs associated with overhead or administrative costs that can not be readily identified and /or assigned to a specific project or function. However, there may be actual costs incurred by an entity. These costs may include personnel indirectly affiliated with the project, such as receptionists, bookkeepers, mailroom clerks or other support staff. Other indirect costs may be the overhead for the facility that would be necessary whether the project existed or not.

INKIND CONTRIBUTIONS:

In-kind contributions are the value of services donated to the applicant as volunteer staff time or goods and services donated by vendors at no cash expense to the applicant.

NEIGHBORHOOD:

The geographically defined area within the City of San Diego where programs and services are provided and outreach activities are targeted. The boundaries of neighborhoods are sometimes better defined by neighborhood residents than by police or city maps.

OUTREACH:

Outreach activities expose the broadest sector of the community to arts and culture programs and services. It means getting to know the sectors (youth, seniors, disabled, ethnic groups), what their interests may be and how to engage them in the work of the project.

PARTICIPANTS:

The direct recipients and users of the project activities. Participants are not to be confused with “audiences or visitors” - people who may attend Creative Communities San Diego activities or culminating events as guests, but are not actively engaged in the project.

PROJECT:

The arts and culture activity proposed by the applicant for funding; it should address the goals of Creative Communities San Diego. The project characteristics and components – who it serves, how and what services it provides and who the primary service providers are – define the project, not the project name, fiscal sponsor, community partner or applicant organization.

QUALITY:

Quality is the result of high intention, sincere effort, intelligent direction and skilful execution; it represents the wise choice of many alternatives.

VISITORS:

Those people, living **more than** fifty (50) miles from an event site, who attend a Creative Communities San Diego activity as listeners or spectators, but are not actively engaged in the project.

APPLICATION AND INSTRUCTIONS

APPLICATION INSTRUCTIONS

Follow these directions carefully when completing the APPLICATION PACKET.

- Each page should be labeled with the applicant organization name at the top.
- Maintain margins of at least 1". It is important to leave enough space between lines and in the margins to make the information legible.
- Use at least a 12-point font. It is important to make it easy for the reviewer to read what you have written.
- Do not exceed the number of allowable pages.
- Use headings when possible to label sections.
- Proofread your work for grammatical and typographical errors.
- Provide a brief description of any audio/visual samples to be viewed, such as performance name, date, site, etc. . . Do not send originals as items will not be returned.

BASIC APPLICATION INFORMATION

PROJECT TITLE: _____

APPLICANT: _____

ADDRESS: _____
Street/PO Box City Zip

PHONE: _() _____ FAX: _() _____ E-MAIL: _____

PRIMARY CONTACT PERSON/ TITLE: _____

AUTHORIZED
SIGNATURE: _____

Print Name and Sign Date

DUNS NUMBER _____ (See page # 7 for details)

Note: If you are not a tax-exempt nonprofit organization, this application must include a fiscal sponsor.

FISCAL SPONSOR: _____

ADDRESS: _____
Street/PO Box City Zip

PHONE: _() _____ FAX: _() _____ E-MAIL: _____

PRIMARY CONTACT PERSON/TITLE: _____

AUTHORIZED SIGNATURE: _____

Print Name and Sign

Date

PROJECT SUMMARY (Provide a brief description of the proposed project, including date(s) and site(s)):

NEIGHBORHOOD(S) and CORRESPONDING CITY COUNCIL DISTRICT(S) within which your project will occur:

Organization's annual operating income (last completed year) \$ _____

Closing date of fiscal year _____

PROJECTED INCOME (Third column, line 17 on page 25): \$ _____

YOUR CCSD REQUEST (Fourth column, line 4 on page 25): \$ _____

PROJECTED EXPENSE (Third column, line 29 from page 26): \$ _____

MISSION STATEMENT, PROJECT GOALS AND OBJECTIVES

On a separate page(s), provide your organization's mission statement and the goals and objectives of your proposed project. The list of objectives will become the terms of your contract with the City, if your project receives funding. Make sure your objectives correspond with your narrative and are supported by your budget. The following information is provided to assist you in formulating your response.

A mission statement is described as follows:

- It is a board-approved statement that articulates a vision.
- It is brief and easily stated.
- It sets boundaries which indicate what you do, or do not do.
- It tells who your customers are.
- It explains in broad terms what you do for your customers.
- It is approximately 25-30 words in length.

Example: *The Uptown Community Development Corporation seeks to promote an economic, social and cultural environment that enhances the quality of life for Uptown residents and visitors.*

A goal is described as follows:

- It is a broad statement that addresses general future accomplishments.
- It relates your project to an identified problem or need.
- It is written in terms of the outcomes of a project or service which you hope to achieve (how things should be).
- It is no more than 1-2 sentences in length.
- You may have more than one (1) goal for your project.
- Each goal should have supporting objectives.

Example: *To create and implement programs and services in partnership with a wide range of Uptown businesses, social service organizations and educational institutions.*

An objective is described as follows:

- It is a means to achieve a project goal.
- It explains the specifics of the methods to be used for the outcomes expected.
- It describes what you are going to accomplish, who and how many will be served and when they will receive the service,
- It should be one (1) sentence in length.
- You may have more than one objective for each goal.

Example: *Co-host the annual Uptown Arts Festival in the fall in collaboration with the Parks and Recreation Center and Uptown Merchant's Association to attract up to 5,000 visitors and 100 Uptown businesses.*

Note: Please format your goals and objectives so that your objectives are listed directly beneath each corresponding goal.

NARRATIVE

I. APPLICANT BACKGROUND AND QUALIFICATIONS (1 page maximum)

- a. Describe your organization, its existing programs and services and three-year history. Discuss your organizational structure – the role of the board of directors, volunteers and paid staff.
- b. Describe any previous experience your organization has had in planning and implementing projects similar to the one proposed in this application.
 - Provide any information that will help the panel assess the artistic or technical expertise of the people working on the project.
- c. (**Fiscal Sponsors Only**) Briefly describe your organization, its existing programs and services and history. Referring to the eligibility requirements on Page 5 of the guidelines, briefly outline the structure of the working relationship between your organization and the sponsored applicant as it will relate to the proposed project.
- d. What steps has your organization taken to prohibit employees, volunteers, or board members from using their positions for a purpose that is, or that gives the appearance of, being motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business, or other relationships? Possible steps include, but are not limited to, language in your by-laws, stand-alone conflict of interest statements, and training board members and staff.

II. DETAILS OF THE PROJECT (2 page maximum)

- a. Describe your project:
 - Provide a brief history of the project. How and by whom was the project idea conceived?
 - What activities are you planning? When (dates, times, etc.) where, and how often (daily, weekly, etc.) will activities take place?
- b. Describe the project personnel – administrative and artistic – and the artistic or technical expertise they bring to the project. If the project personnel have not been determined, describe the process and criteria for their recruitment and selection. Describe potential partners (organizations or groups) and how you will work together.
- c. (**First time applicants and new projects only**) Provide specific evidence that helps the panel assess your organization's capacity to fulfill the goals of this **new** project.
- d. Describe the neighborhood and target population your project will serve:
 - What are the geographic boundaries of the neighborhood and the demographics (median age, income, ethnicity, etc.) of the residents and target population?
 - What factors motivated you to work in this target population? What community needs does your project address?
 - If applicable, how will you engage the target population in the planning and implementation of the project?
- e. Describe your marketing and community outreach activities:
 - How will you make your target population aware of the project and encourage participation?
 - What steps will you take to encourage broad participation, particularly among those with physical disabilities, language, cultural, economic or other barriers?

III. INTENDED OUTCOMES - Project Evaluation (1/2 page maximum)

- Specify and discuss how your project will achieve one or more of the CCSD Intended Outcomes as listed in the Guidelines.
- For Regionally Significant Events, describe how your project will achieve at least three of the four Intended Outcomes as listed in the Guidelines.

IV. BUDGET (1/2 page maximum)

- a. How will CCSD funding be used to support your project?
- b. What are your plans to raise the required matching funding?
- c. What will you do if you receive less than the amount requested?
- d. If you are projecting an event surplus, describe how you intend to use the surplus.

V. REGIONALLY SIGNIFICANT EVENTS - Project budgets of \$100,000 or more (2 page maximum)

- a. Explain how the project is significant to the San Diego region.
- b. What marketing strategies do you use to attract visitors from out of town?
- c. What impact do you anticipate your project will make to TOT? What methods does your organization use to measure this impact?
- d. In what ways has your event excelled in terms of local, regional or national attention?
- e. What strategies do you implement to ensure the quality of your event, such as formal auditions for performers, exhibit juries or other policies and practices?
- f. If you are projecting an event surplus, describe how you intend to use the surplus.
- g. Given the significance of your event and competition from other equally significant special events throughout the region, what steps have you taken to insure that your event date is the most opportune or least conflicting date and time of the year?

VI. RESPONSE TO PANEL COMMENTS

Respond to last year's panel comments (if applicable) in the space below. Include evidence of any change in programming or management that was made as a result of panel recommendations. The Commission office makes available last year's panel comments upon request. (Use one additional page if necessary.)

AUDIENCE AND VISITOR INFORMATION

1) Indicate the PREVIOUS year (if applicable) and PROJECTED year participant and audience figures for your project:

	PREVIOUS July 1, 2006- June 30, 2007	PROJECTED July 1, 2008- June 30, 2009
a) Number of Local Audience Members:	_____	_____
b) Number of Out-Of-City Visitors*:	_____	_____
c) Number Paid Participants:	_____	_____
d) Number of Volunteer Participants:	_____	_____
e) Number of vendors (if applicable):	_____	_____
f) Single tickets or admissions sold:	_____	_____
g) Price of Sold Tickets	_____	_____
h) Number of free tickets or admissions:	_____	_____

**Please note this line is for out-of-city visitors, not out-of-neighborhood participants. Out-of-city is defined as 50 miles or more from project site.*

2) How did you obtain these figures (e.g. for attendance: head count at entrance, surveys, guestbook sign in, ticket sales, etc.)?

3) If your projections are increased or decreased from the prior year, please explain the conditions that will cause the change, such as increased marketing efforts, change of venue or date, etc.

REQUIRED AND NON-REQUIRED SUPPORT MATERIALS

Applicants are encouraged to support and substantiate statements made throughout the application with credible, relevant and current documentation.

I. REQUIRED

- Board roster and/or project planning committee roster
- Biographies of key staff and volunteers

II. NON-REQUIRED

- Program information, such as sample curricula or training guides
- Marketing plans
- Marketing and outreach materials, such as sample brochures and flyers
- Websites (up to 3 pages of the website)
- Recent critical reviews or feature articles (no more than 3 clippings, no older than 3 years, except national publications)
- Work samples, such as publications or samples of other easy to package projects
- Digital Audio/Visual Materials, that is CDs or DVDs

BUDGET SUMMARY OVERVIEW

The Income and Expense Budget Summaries provide the panel with a clear financial picture of the proposed project. The Budget Summary columns (Completed, Current, and Projected) align with the City of San Diego fiscal year, which begins July 1 and ends June 30 of each following year. If applicable, proposals should present a three-year overview of their project's financial history – the last completed project budget (if applicable), the current budget for projects that may be in the planning stages or completed since July 1, 2007, and the projected year budget, for the proposed project to occur July 1, 2008 – June 30, 2009. New projects should present the current and/or projected year budgets only.

Notes on Direct and Indirect Costs: CCSD project expenses should be assignable directly to a project or production. Indirect costs, such as the rent or overhead of facilities where applicants normally conduct business or the rent of equipment already owned by the applicant may not be charged back to the project as an expense. Some indirect expenses may be allowed on a case-by-case basis. If in doubt, please consult Commission staff for advice on allowable expenses.

HELPFUL INFORMATION:

- 1) The data you submit must be the most accurate and final information that is available at the time the application is completed.
- 2) Budget notes are required to help the panel gain a better understanding of your financial projections. Use budget notes to:
 - Itemize totals, such as multiple foundation contributions
 - Explain any changes of 10% or more from one year to the next
 - Clarify circumstances that might appear problematic; for example: to explain why certain figures appear large or small for a project of your scope
 - Explain "Other" line items
- 3) Annotate your budget notes, so there is clear correspondence between a given note and the budget summary data to which it refers.
- 4) Make sure the budget corresponds with the goals, objectives and the narrative.
- 5) Do not change, alter or combine line items.
- 6) Figures rounded to the nearest dollar in the current and projected columns are acceptable.
- 7) Leave line-items blank when there is no activity.

Notes on In-Kind Contributions: In order to provide greater support to small, community-based projects, the Commission allows applicants with project budgets of \$30,000 or less to claim the value of in-kind contributions as part of their cash match. For example, an applicant may propose a project requiring \$30,000 in contributed and earned income to meet all expenses. Their cash match requirement is at a 2:1 ratio. Therefore, for every \$1 the City invests, the applicant must demonstrate that it can invest \$2. Under this scenario, the applicant will be required to show \$20,000 in projected contributed and earned income. Up to 50% of the \$20,000 total income, or \$10,000 can be in-kind.

In-kind donations may be durable or non-durable goods, professional services or discounted or free space and rentals, for example. Applicants may not claim their own services and time as in-kind. Also, under these guidelines, artists may not donate their services.

Note: In-kind line items must include an attached list detailing the name and address of the in-kind donor, a description of the donation and a statement verifying if the donation is proposed or confirmed.

BUDGET INSTRUCTIONS

BUDGET SUMMARY

I. Income

A. Contributed

1. **Federal Government:** Cash support from grants or appropriations by federal agencies, such as the National Endowment for the Arts, or National Endowment for the Humanities, or block grant funding.
2. **State Government:** Cash support from grants or appropriations by state agencies, such as the California Arts Council.
3. **City of San Diego Allocations:** Past and current allocations from the City of San Diego Commission for Arts and Culture (Festivals and Celebrations, Neighborhood Arts Program, Organizational Support Program)
4. **CCSD Request:** Projected funding from CCSD, based on matching fund requirement. **NOTE:** requesting an amount LESS than that for which you are eligible can ONLY financially penalize your group. You SHOULD ask for the FULL amount for which you are eligible.
5. **Other Local/Municipal Government:** Cash support from grants or appropriations by other city, county, or regional agencies, including the City of San Diego, San Diego County Enhancement Fund, and the Port of San Diego.
6. **Individual:** Cash support from individuals, e.g., donations from patrons, board members, cash-on-hand, etc.
7. **Business/Corporate Contributions:** Cash support from businesses or corporate foundations.
8. **Foundations:** Cash support from grant-giving nonprofit agencies, such as private or community foundations.
9. **Fundraising:** Include gross proceeds from benefits, or other special events. Include cash contributions from guilds and auxiliaries.
10. **In-Kind Contributions (Applies only to projects costing \$30,000 or less):** Include the cash value of in-kind fees and services, durable and non-durable goods, facility or equipment rental, etc. Must equal the sum of In-kind personnel and In-kind operating expenses.
11. **Other:** Underwriting, special commissions and any other form of contributions not mentioned above.

B. Earned

12. **Admissions:** Include revenue from admissions, ticket sales, subscriptions, or registration fees, etc.
13. **Contracted Services:** Include revenue from contracted activities, such as performances or residencies, etc.
14. **Tuition/Workshops:** Revenue from sale of services (usually to individuals) such as classes, workshops, gallery tours, training sessions.
15. **Product Sales/Concessions:** Revenue from other sources, such as catalog and t-shirt sales, advertising space in programs, booth rentals, parking fees, refreshment, etc.
16. **Other:** (please specify)
17. **TOTAL INCOME:** Sum of lines 1-16.

II Expenses

A. Personnel

18. Artistic Expenses Include, but are not limited to, artistic directors, conductors, curators, composers, choreographers, designers and all other artistic personnel involved with the development and implementation of project. (see definition on page 18)

19. Entertainment: includes (but is not limited to) fireworks displays, caricature drawings, balloon creatures, meandering cartoon characters, face painting, animal rides, petting zoos, or carnival games. (see definition on page 19)

20. Administrative/Professional: Includes, but is not limited to program and managing directors, business managers and all other personnel involved with the production and administration of the project.

21. Technical Production: Includes, but is not limited to technical directors, costume, lighting and sound crew, stage managers and stage hands, or any other personnel involved with the technical production of the project.

22. In-Kind Personnel: The cash value of donated professional services. The total In-Kind Personnel and In-Kind Operating expenses must equal the In-Kind Contributions on line 10 of the Income Budget Summary.

B. Operating

23. Rent and Facility Expenses: Rental of office space, rehearsal facilities, theaters, halls, galleries, etc., Also, overhead for basic utilities, such as phone, cable, electricity, water, etc.

24. Materials and Supplies: Durable and non-durable goods used in the implementation of the project.

25. Marketing: Marketing, publicity and promotion costs, such as newspaper, radio and television advertising, printing and mailing of brochures, flyers, posters and banner production, or hospitality associated with promotion, etc.

26. Fundraising: Total cost of fundraising activities. Fundraising expenses should relate to fundraising income line-itemed in Contributed Income section of Budget Summary.

27. In-Kind Operating: Include the value of donated goods and services. The total In-Kind Personnel and In-Kind Operating expenses must equal the In-Kind Contributions on line 10 of the Income Budget Summary.

28. Other: Include interest charges, liability insurance, miscellaneous operating expenses not included above.

29. TOTAL EXPENSES: Sum of lines 18-28.

Organization Name: _____

BUDGET SUMMARY (PROJECT INCOME)

	<u>COMPLETED</u> <u>July 1, 2006-</u> <u>June 30, 2007</u>	<u>CURRENT</u> <u>July 1, 2007-</u> <u>June 30, 2008</u>	<u>PROJECTED</u> <u>July 1, 2008-</u> <u>June 30, 2009</u>
I. INCOME			
A. CONTRIBUTED			
1.* Federal Government	_____	_____	_____
2.* State Government	_____	_____	_____
3. Other City of San Diego Allocations	_____	_____	_____
4. CCSD Allocation & Request	_____	_____	_____
5.* Other Local/Municipal Government.	_____	_____	_____
6. Individual Contributions	_____	_____	_____
7. Business/Corp. Contributions	_____	_____	_____
8. Foundations	_____	_____	_____
9. Fundraising	_____	_____	_____
10. +In-Kind Contributions	_____	_____	_____
11. Other: _____	_____	_____	_____
Total Contributed:	_____	_____	_____
B. EARNED			
12. Admissions	_____	_____	_____
13.. Contracted Services	_____	_____	_____
14. Tuition Workshops	_____	_____	_____
15. Product Sales/ Concessions	_____	_____	_____
16. Other: _____	_____	_____	_____
Total Earned:	_____	_____	_____
17. TOTAL INCOME	_____	_____	_____

*State, Federal and Other Municipal Contributed Income for "Completed", "Current" and "Projected" columns must be detailed with budget notes.

+The value of all In-kind contributions must include an attached list detailing the names and addresses of the in-kind donors, a description of their donation and a statement verifying if the donation is proposed or confirmed.

Organization Name: _____

BUDGET SUMMARY (PROJECT EXPENSES)

	<u>COMPLETED</u> <u>July 1, 2006-</u> <u>June 30, 2007</u>	<u>CURRENT</u> <u>July 1, 2007-</u> <u>June 30, 2008</u>	<u>PROJECTED</u> <u>July 1, 2008-</u> <u>June 30, 2009</u>
II. EXPENSES			
A. PERSONNEL			
18. Artistic Expenses	_____	_____	_____
19. Entertainment	_____	_____	_____
20. Administrative/Professional	_____	_____	_____
21. Technical Production	_____	_____	_____
22. ** In-Kind Personnel	_____	_____	_____
Total Personnel:	_____	_____	_____
B. OPERATING			
23. Rent and Facility Expenses	_____	_____	_____
24. Materials and Supplies	_____	_____	_____
25. Marketing	_____	_____	_____
26. Fundraising	_____	_____	_____
27. ** In-Kind Operating	_____	_____	_____
28. Other: _____	_____	_____	_____
Total Operating:	_____	_____	_____
29. TOTAL EXPENSES	_____	_____	_____

**Total value of In-Kind Personnel and In-Kind Operating expenses must equal the value of In-Kind contributions from Budget Summary line 10.

BUDGET NOTES

Use the space below to provide **ANNOTATED** budget notes to explain and itemize totals listed in your Budget Summaries. Insure that budget notes correspond to the appropriate line items. Attach additional sheets if necessary.

BOARD RESOLUTION

Resolution of the Board of Directors of _____, approving the application for Organization Support Funding from the City of San Diego Commission for Arts and Culture for Fiscal Year 2008 in the amount of \$_____.

WHEREAS, Chapter III, Article 5, of the San Diego Municipal Code provides for the imposition of a tax on transient occupants of hotel rooms in the City of San Diego, the proceeds of which are to be used for the promoting of the City of San Diego, including cultural purposes, and for certain other purposes as the Council may direct; and

WHEREAS, Council Policy 100-3 requires applicants' Board of Directors or other governing body to certify by resolution authorization for the application for financial assistance and to empower a specific individual to execute the agreement on behalf of the organization; and

WHEREAS, _____ is a legally constituted nonprofit corporation completely directing and in control of its own affairs through its own officers or members;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of _____, hereby:

1. Approves filing an application for Organizational Support funding for the City's fiscal year FY2009;
2. Certifies that said organization understands Council Policy 100-3 and will comply with the guidelines, standards and procedures thereof;
3. Appoints _____ as its agent to conduct all negotiations; execute and submit all documents including but not limited to applications, agreements, amendments, billing statements, and so on which may be necessary to operate the aforementioned institution;
4. Certifies support of the organizational goals and objectives as outlined in the accompanying application.
5. Certifies that it has read the FY2008 CCSD Panel comments_____.*

Board President and Executive Director initial here.

Adopted this _____ day of _____.

Board President Signature

Executive Director Signature

- *If organization is new to CCSD, was in short form, or in funding committee in FY2008, please disregard.*

LONG FORM APPLICATION CHECKLIST

Organization Name: _____

Check the boxes below to indicate that you have included all of the **REQUIRED INFORMATION** and **NON-REQUIRED INFORMATION** in the following order:

REQUIRED INFORMATION

- ☐ Basic Application Information Form (original set must include wet-ink authorized signature)
- ☐ Mission Statement, Project Goals and Objectives
- ☐ Narrative
- ☐ Audience and Visitor Information Form
- ☐ Budget Summaries (Expense and Income Spreadsheets)
- ☐ Annotated Budget Notes
- ☐ Board roster and/or project planning committee roster
- ☐ Biographies of key staff and volunteers
- ☐ Board Resolution
- ☐ IRS and/or CA Franchise Tax Board Tax Exempt Letter (Do **NOT** Submit, if already on file)
- ☐ Articles of Incorporation Letter (Do **NOT** Submit, if on already file)
- ☐ Application Checklist

NON-REQUIRED INFORMATION

- ☐ Program information, such as sample curricula or training guides
- ☐ Marketing plans
- ☐ Marketing and outreach materials, such as sample brochures and flyers
- ☐ Website sample pages (up to 3 pages)
- ☐ Recent critical reviews or feature articles (no more than 3 clippings, no older than 3 years, except national publications)
- ☐ Work samples, such as publications
- ☐ Audio/Visual Materials * (CDs, DVDs, 12 copies), containing, but not limited to: PowerPoint slide shows, Website imagery, audio files, video files, photographic documentation
- ☐ Other

* Please note, these audio-visual materials will be viewed outside the panel meeting by application reviewers and will **not** be returned

SHORT FORM APPLICATION CHECKLIST

Organization Name: _____

Check the boxes below to indicate that you have included the following **REQUIRED INFORMATION**

Organizations are allowed to submit in Short Form for a maximum of three consecutive years before returning to the Long Form process for at least one year. At that time, the organization will need to submit all the components listed below as well as the complete narrative required in Long Form and additionally receive a rank and comments from a review panel. Identify the next year your organization will need to apply in the Long Form format.

- ☐ Basic Application Information Form (original set must include wet-ink authorized signature)
- ☐ Mission Statement, Project Goals and Objectives
- ☐ Conflict of Interest Statement
- ☐ Intended Outcomes
- ☐ Response to Panel Comments (if applicable)
- ☐ Audience and Visitor Information Form
- ☐ Budget Summaries (Expense and Income Spreadsheets)
- ☐ Annotated Budget Notes
- ☐ Board roster and/or project planning committee roster
- ☐ Biographies of key staff and volunteers
- ☐ Board Resolution
- ☐ IRS and/or CA Franchise Tax Board Tax Exempt Letter (Do **NOT** Submit, if already on file)
- ☐ Articles of Incorporation Letter (Do **NOT** Submit, if on already file)
- ☐ Application Checklist

- Please note, if you are submitting in short form, do **NOT** include any “Non-Required” information

PACKAGING INSTRUCTIONS

LONG FORM PACKAGING DIRECTIONS

- 1) Do **NOT** bind or staple—Do **NOT** use folders or booklets, etc. to package originals or copies.
- 2) Three-Hole punch 12 copy-sets of the **REQUIRED** application materials.
- 3) Submit the **original** application including Application Checklist, REQUIRED and NON-REQUIRED materials in a separate envelope with applicant name and the word “Original” clearly marked on the outside.
- 4) Submit **12 copy-sets** in 12 separate envelopes numbered from 1 to 12 and labeled with the applicant name, including all REQUIRED and NON-REQUIRED materials.
- 5) Package **all** (original envelope plus 12 copy-set envelopes) in one mailing container— designate Long Form.

SHORT FORM PACKAGING DIRECTIONS

- 1) Do **NOT** bind or staple—Do **NOT** use folders or booklets, etc. to package originals or copies.
- 2) Three-Hole punch 10 copy-sets of the **REQUIRED** application materials.
- 3) Submit the **original** application including Application Checklist & REQUIRED materials in a separate envelope with applicant name and the word “Original” clearly marked on the outside.
- 4) Submit **10 copy-sets** in 10 separate envelopes numbered from 1 to 10 and labeled with the applicant name, including all REQUIRED materials.
- 5) Package **all** (original envelope plus 10 copy-set envelopes) in one mailing container— designate Short Form.

DELIVER OR MAIL TO:

City of San Diego Commission for Arts and Culture
Attn: Creative Communities San Diego
1010 Second Avenue
Suite 555/West Tower/Fifth Floor
San Diego, CA 92101-4998

Phone: 619/533-3050



California



Arts Council



NATIONAL
ENDOWMENT
FOR THE ARTS



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**CITY OF SAN DIEGO
COMMISSION FOR ARTS AND CULTURE**

1010 Second Avenue, Suite 555, MS 652
San Diego, CA 92101-4998
TEL: 619/533-3050 FAX: 619/533-3788
www.sandiego.gov/arts-culture

This information is available in alternative formats upon request.

CITY OF SAN DIEGO
COMMISSION FOR
ARTS AND CULTURE



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